

Kentucky Citizen Foster Care Review Board Policy and Procedure Manual

Revised, November 2002

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PURPOSE:

This manual contains policies and procedures governing the Kentucky CFCRB. The document does not include every policy and procedure verbatim. Rather, the manual contains the intent of the policy or procedure. It is an operational guide to the daily activities associated with this volunteer organization. When applicable, sections of the KRS (620) or other documents are referenced.

Each chairperson is responsible for maintaining a copy of the Policy and Procedure Manual. Follow instructions when revisions are distributed.

The Policy and Procedure Manual was reviewed and approved for distribution by the CFCRB Executive Committee in November 2002.

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ESTABLISHMENT OF REVIEW BOARDS IN KENTUCKY

Foster Care Review Boards were first established in Kentucky in the late 1970's as result of a consent decree. A lawsuit had been brought on behalf of two children, Michael and Michelle P. whose parental rights had been terminated in Jefferson County. These children had not been placed for adoption years later. The consent decree put into place Foster Care Review in Jefferson County. Several years later permissive legislation, made possible the establishment of boards in several additional counties.

In 1984, after the enactment of (federal) Public Law 96-272, state legislation mandated the creation of Boards statewide. KRS 620 describes how boards are to be constituted and what they are to do.

It is required by statute that reviewers be appointed by the judiciary in each county. Volunteers review the state permanency plans of children placed in foster care. The Boards are to be composed of at least 3 volunteers from a variety of backgrounds. They are to review cases of committed children at least every six months and provide to the court a summary of their findings after review.

Local Boards are to elect Chairpersons. The local Chairpersons compose a State Foster Care Review Board, which meets annually. The State Board elects officers who direct the work of the Executive Committee. In addition to the elected officers, the Executive Committee also includes the Regional Representatives elected by local reviewers, and Committee Chairs who are approved by the Executive Committee. The Executive Committee meets throughout the year and establishes committees to address various volunteer concerns and to improve/maintain the functioning of review boards throughout the state.

Since reviewers are appointed through the court system, the administrative support services for the citizen review process is a function of the Administrative Office of the Courts, Dependent Children Services Office.

KENTUCKY REVISED STATUTES

620.190 Citizen foster care review boards

Local citizen foster care review boards.

(1) There shall be established within each judicial district a citizen foster care review board to be appointed by the Chief District Judge or Family Court Judge. The Chief District Judge or Family Court Judge may authorize the creation of additional local citizen foster care review boards as needed.

(2) Each local citizen foster care review board shall consist of not less than three

(3) members and shall be appointed according to the following guidelines:

(a) All members shall have an interest in foster care or child welfare;

(b) At least two (2) members of each local citizen foster care review board shall, as far as practicable, be chosen from among the following professions: law, medicine, psychology, social work, and education;

(c) Each local citizen foster care review board shall, as far as practicable, include a foster parent;

(d) All members of each local citizen foster care review board shall, as far as practicable, be representative of the socioeconomic, racial, and ethnic composition of the area served;

(e) Employees of the cabinet shall be prohibited from serving on the local citizen foster care review board;

(f) All appointed board members shall serve a term of three (3) years, except that if a vacancy occurs, a successor shall be appointed to serve the unexpired term. The term of each member shall expire on August 1 of the appropriate year. Members may be reappointed and shall continue to serve until a successor is appointed; and

(g) All members shall be certified prior to appointment by the state citizen foster care review board or its designee. For the purposes of this section, "certified" means acknowledgment of completion of initial training approved by the state citizen foster care review board.

(3) Local citizen foster care review board members may be removed for nonparticipation, failure to meet training requirements, or other cause as determined by the state citizen foster care review board in compliance with its constitution and bylaws.

(4) Each local citizen foster care review board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.

(5) Each local citizen foster care review board shall meet, at a place designated by the Chief District Judge or family court judge, as often as is deemed necessary to carry out the duties of the board. The local citizen foster care review board shall meet no less than four (4) times annually.

620.200 Support services for local citizen foster care review boards.

- (1) Secretarial and support services for each local citizen foster care review board may be provided by the District Court, or circuit clerk, or both, as ordered by the Chief District Judges or family court judges.
- (2) Local citizen foster care review boards may receive state and federal funding to insure total or partial funding of the board's activities.

620.210 Training of board members.

- (1) Training shall be established, approved, and provided by the state citizen foster care review board and its staff as provided by KRS 620.320.
- (2) During the training session, each local citizen foster care review board member shall promise by oath given by the Chief District Judge or family court judge or a member of the court of justice to keep confidential the information reviewed by the board and its actions and recommendations in individual cases pursuant to the authority mandated to other officers of the court in KRS Chapter 522. Members of the local citizen foster care review boards shall be subject to the same penalties as officers of the court pursuant to KRS Chapter 522.

**620.220 Information to Administrative Office of the Courts
Citizen Foster Care Review Board Program.**

- (1) The clerk of the court shall forward to the Administrative Office of the Courts Citizen Foster Care Review Board Program a copy of each temporary custody order and commitment order on the form prescribed by the Administrative Office of the Courts within fourteen (14) days of the date the order is issued.
- (2) When a child is voluntarily committed to the cabinet, the cabinet shall forward a copy of the placement agreement to the Administrative Office of the Courts Citizen Foster Care Review Board Program within fourteen (14) days of the time the child is placed.

620.230 Case permanency plans.

- (1) For each child placed in the custody of the cabinet by an order of commitment, the cabinet shall file a case permanency plan for the child with the court and send a copy to the Administrative Office of the Courts Citizen Foster Care Review Board Program as soon as the plan is prepared but no later than thirty (30) days after the effective date of the order. Notwithstanding the provisions of KRS 620.090(5), if a child remains in the temporary custody of the cabinet for longer than forty-five (45) days and if a request is submitted by the Administrative Office of the Courts Citizen Foster Care Review Board Program, the cabinet shall provide a copy of the case permanency plan for the child.
- (2) The case permanency plan shall include, but need not be limited to:

- (a) A concise statement of the reasons why the child is in the custody of the cabinet;
- (b) A statement of the actions which have been taken with regard to the child to the date of the plan;
- (c) A statement of the proposed actions which may be taken or are contemplated with regard to the child during the next six (6) months and during the entire duration of the time the child is in the custody of the cabinet;
- (d) Contemplated placements for the child;
- (e) If the child is placed outside the home, reasons why the child cannot be protected adequately in the home, the harms the child may suffer if left in the home, factors which may indicate when the child can be returned to the home, and efforts the cabinet or others are making to return the child to the home;
- (f) If the child is placed outside the home, the steps that the cabinet will take to minimize the harm to the child as a result of the action, both at the time of removal and on a long-term basis;
- (g) A description of the type of home, child-caring facility, child-placing agency or facility in which the child is to be placed or has been placed, and a statement why the placement is appropriate for the child, including but not limited to:
 - 1. Age;
 - 2. Educational needs;
 - 3. Medical needs;
 - 4. Emotional needs;
 - 5. Relationship with parents; and
 - 6. Number of children the home is authorized to care for and the number of children currently residing in the home;
- (h) If the placement is outside the child's original county of residence, documentation that no closer placement is appropriate or available, and the reasons why the placement made was chosen;
- (i) A description of the services for the child and his family to be provided or arranged by the cabinet to facilitate the return of the child to his own home or to another permanent placement;
- (j) A list of objectives and specific tasks, together with specific time frames for each task, for which the parents have agreed to assume responsibility, including a schedule of regular visits with the child;
- (k) A projected schedule of time intervals by which each of the services, objectives, and tasks outlined in the case permanency plan should be accomplished and a schedule of time intervals which have already been accomplished or are in the process of accomplishment;

- (l) If the child is to remain at home, a description of the potential harm which could befall the child and measures that are being taken to prevent or minimize such harm; and
- (m) If the child is to remain at home, reasons why he cannot be placed in foster care or why such care is not needed.

620.240 Case progress reports.

The cabinet shall file for each child a case progress report at least once every six (6) months with the court and the Administrative Office of the Courts Citizen Foster Care Review Board Program. The first case progress report after the child is placed in the custody of the cabinet by an order of temporary custody or commitment shall be mailed to the Administrative Office of the Courts Citizen Foster Care Review Board Program and subsequent case progress reports shall be provided to the local citizen foster care review board within the case file. The case progress report shall include but is not limited to:

- (1) The length of time the child has been in the custody of the cabinet;
- (2) The number, location, and date for each placement during the time the child has been in the custody of the cabinet;
- (3) A description of the services and assistance provided or arranged by the cabinet to the parents since the last case permanency plan or case progress report, and results achieved;
- (4) A description of the efforts and progress of the parents since the last case permanency plan and case progress report, including the number and dates of parental visits and the extent, quality, and frequency of the parents' communication with the child;
- (5) The barriers, familial and institutional, to returning the child home or releasing the child from the custody of the cabinet and services that are not currently available in the community;
- (6) An evaluation of the child's current placement and services provided to the child;
- (7) Recommendations for necessary services required to release the child from the custody of the cabinet, to return the child home, or to facilitate another permanent placement;
- (8) A timetable for the child's return home or other permanent placement; and
- (9) If return home is not recommended, a specific recommendation for a permanent placement, including termination of parental rights if appropriate. If continued foster care is recommended, an explanation as to why another permanent placement is not appropriate.

620.250 Local citizen foster care review board's access to records.

(1) Each local citizen foster care review board shall have access to all information and records of the cabinet pertinent to the parents or person exercising custodial control or supervision of the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(2) Each local citizen foster care review board shall have access to all information and records of the court, the cabinet, and public and private child-caring facilities when pertinent to the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(3) All requested information or records, or both, not already before the local citizen foster care review board at the time of the six (6) months review shall be submitted by the agency or organization in possession of the information or records, or both, no later than five (5) working days after the receipt of the request.

(4) If the local citizen foster care review board is denied access to any public or private information or records, or both, it may request the court to hold a hearing, at which time the court may require the agency or organization in whose possession the information or records, or both, are held to show cause as to the reasons why the information or records, or both, shall not be ordered surrendered pursuant to its authority.

620.260 Conflict of interest.

Local citizen foster care review board members who have a conflict of interest shall not participate in such review.

620.270 Scope of review of local citizen foster care review board.

(1) Subject to the provisions of KRS 620.230, the local citizen foster care review board shall review the case of each child placed in the custody of the cabinet by an order of temporary custody or commitment by the court in the county or counties which the local board serves. The review shall occur at least once every six (6) months until the child is no longer in the custody of the cabinet or until an adoption proceeding becomes final.

(2) During each six (6) month review, the local citizen foster care review board shall review:

(a) The past, current, and future status of the child and his placement as shown through the case permanency plan, case record, case progress reports submitted by the cabinet, and other information as the board may require;

- (b) The efforts or adjustment the parent has made in his circumstances, conduct, or conditions to make it in the child's best interest to return him to his home within a reasonable period of time considering the age of the child;
 - (c) The efforts of the cabinet to locate and provide services to the biological parents of the child;
 - (d) The efforts of the cabinet and other agencies to facilitate the return of the child to the home or to find an alternative permanent placement if reunion with the parent or previous custodian is not feasible. The cabinet shall report to the board all factors which either favor or mitigate against any decision or alternative with regard to these matters; and
 - (e) Any problems, solutions, or alternatives which may be capable of exploration, or other matters with regard to the child as the cabinet or the board determine to be explored with regard to the best interests of the state or of the child.
- (3) Upon completion of a training curriculum developed and provided jointly by the Administrative Office of the Courts and by the Department for Community Based Services and approved by the state review board in regard to child sexual abuse, the local citizen foster care review board may review, at the discretion of the board, a sample of all petitions filed in the District Court of the county served by the board alleging sexual abuse of any child, not to exceed two hundred (200) petitions per year statewide, in order to determine the adequacy of the investigation, and the appropriateness of findings, adjudication, and disposition of the court. The board shall have access to all records of the cabinet, medical professionals, and law enforcement agencies pertaining to these cases. The board shall provide the cabinet and the court a full report of the findings and recommendations concerning the review.

**620.280 Employees of cabinet and other agencies
to appear at local board meetings.**

Each local citizen foster care review board may request in writing employees of the cabinet or other agencies or organizations, on five (5) working days' notice, to appear at local board meetings when necessary to determine the progress made in placing the child in a permanent home. Should an employee fail to appear at such a meeting, the local citizen foster care review board may request that the court hold a hearing at which time the court, if the request for the hearing is granted, shall require the employee to show cause as to why he should not be compelled to appear.

620.290 Board's findings and recommendations

Report on children frequently moved.

(1) The local citizen foster care review board shall submit to the court within fourteen (14) days of the six (6) month review its findings and recommendations. The findings and recommendations for each child under review shall include but need not be limited to:

- (a) Whether there is a plan for permanence;
- (b) Whether the plan is progressing; and
- (c) The appropriateness of the current placement or plan for permanence.

If the

local foster care review board determines that a current placement or plan for permanence is inappropriate, a separate notification shall be provided to the court, and the cabinet which shall summarize the position of the local foster care review board, the response of the cabinet, if any, to the concerns expressed by the local foster care review board, and any action proposed by the local foster care review board.

(2) The local foster care review board shall submit to the court, with a copy to the cabinet, within fourteen (14) days of each meeting of the board, a list of each case reviewed in which a child has been moved three (3) or more times within a six (6) month period. The list shall include the name of the case, the court number,

620.310 State Citizen Foster Care Review Board established.

(1) There is hereby established a State Citizen Foster Care Review Board. The State Citizen Foster Care Review Board shall consist of all chairmen of the local foster care review boards.

(2) The State Citizen Foster Care Review Board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.

(3) The State Citizen Foster Care Review Board shall meet at least annually, and more frequently upon the call of the chairman, or as the board shall determine.

(4) Members of the State Citizen Foster Care Review Board may only receive compensation for travel mileage cost and overnight lodging at a rate consistent with that provided to state employees as provided under the law of the Commonwealth.

620.320 Duties of State Citizen Foster Care Review Board.

The duties of the State Citizen Foster Care Review Board shall be to:

- (1) Establish, approve, and provide training programs for local citizen foster care review board members;
- (2) Review and coordinate the activities of local citizen foster care review boards;
- (3) Establish reporting procedures to be followed by the local citizen foster care review boards and publish an annual written report compiling data reported by

local foster care review boards which shall include statistics relating, at a minimum, to the following:

- (a) How the needs of children are being met;
 - (b) The number of times children are moved and reasons for the moves;
 - (c) The average length of time in care;
 - (d) Sibling visitation; and
 - (e) The total number and frequency of reviews;
- (4) Publish an annual written report on the effectiveness of such local citizen foster care review boards; and
- (5) Evaluate and make annual recommendations to the Supreme Court, Governor, and the Legislative Research Commission regarding:
- (a) Laws of the Commonwealth;
 - (b) Practices, policies, and procedures within the Commonwealth affecting permanence for children in out-of-home placement and the investigation of allegations of abuse and neglect; and
 - (c) The effectiveness or lack thereof and reasons therefore of local citizen foster care review of children in the custody of the cabinet in bringing about permanence for the Commonwealth's children.

620.330 Support services for State Citizen Foster Care Review Board.

- (1) Secretarial and support services for the State Citizen Foster Care Review Board may be provided by the Administrative Office of the Courts.
- (2) The State Citizen Foster Care Review Board may receive state and federal funds to insure total or partial funding of the board's activities.

620.340 Reports from local boards to state board.

Each local citizen foster care review board shall forward annually to the State Citizen Foster Care Review Board a report and any recommendations regarding:

- (1) The policies and practices of the cabinet, the court, and other child-caring facilities and child-placing agencies which affect permanence for children in out-of-home placement; and
- (2) The process of local citizen foster care review.

**Constitution and By-laws
of the
STATE CITIZEN FOSTER CARE REVIEW BOARD,
COMMONWEALTH OF KENTUCKY**

ARTICLE I - Name

The name of this organization is: State Citizen Foster Care Review Board, Commonwealth of Kentucky, hereafter known as the State Review Board. Authority for existence of this organization lies in KRS 620.310 with support from the Administrative Office of the Courts, Frankfort, Kentucky.

ARTICLE II - Mission

The mission of the State Citizen Foster Care Review Board shall be to recruit, train, and maintain volunteers in all judicial district court regions who will advocate for the best interests of children and families through the case review process and in compliance with KRS 620.320(4).

ARTICLE III - Composition and Purpose of the State Review Board

Section 1. Composition

The State Review Board shall consist of all Chairpersons of the local review boards, the State Chairperson, State Vice-Chairperson, immediate past State Chairperson, and Executive Committee members of the State Review Board.

Section 2. Purpose

The purpose of the State Review Board shall be to promulgate the directives set forth by KRS 620.310 and 620.320.

ARTICLE IV - Conduct of Meetings

Robert's Rules of Order, most recent revision, shall govern this organization in all instances where not inconsistent with these by-laws or KRS 620.310.

The State Review Board shall meet annually, and more frequently upon the call of the Chairperson, or as the Board shall determine. For purposes of the State Review Board, a quorum is defined as the membership present at the State

Review Board meeting. Business may be transacted by a two-thirds vote of those members, or their proxies, present.

ARTICLE V - Terms and Duties of State Review Board Officers and Executive Committee Members

Section 1. Terms of Office

Officers of the State Review Board shall include a State Chairperson and a State Vice- Chairperson. State Review Board officers and members of the Executive Committee shall serve for terms of two years. However, in compliance with KRS 620.310(2), service of the second year of each State Chairperson or Vice-Chairperson's term shall be subject to that person's retention in the office through a special election conducted in accordance with the procedure set out in Articles VI and VII of these by-laws, prior to the completion of his or her first year of the two year term of office. No person shall serve consecutive terms in the same capacity unless, at the completion of the maximum term of service as set forth herein, the officer or Executive Committee member shall indicate his or her willingness to continue to serve in that capacity, in which case the term of service may be extended for subsequent full terms of service in accordance with the procedures for nominations and elections as set forth herein.

Section 2. Powers and Duties

The powers and duties of the Executive Committee members and State Review Board officers shall be as follows:

A. Executive Committee

1. The Executive Committee shall consist of the elected State Chairperson, State Vice- Chairperson, past State Chair (ex-officio), one Regional Representative from each judicial region, the chairpersons of the standing committees, and the Parliamentarian. If a region's caseload exceeds the average regional caseload by 100%, then that region will be awarded one additional member to serve on the Executive Committee.
1. Members of the Executive Committee, including officers, are limited to a total of six consecutive years of service. If a member is elected Vice-Chairperson, the board member may serve out his or her term beyond the six-year limit. After a year of non-service on the Executive Committee, a member may be re-elected or appointed.

2. Quorum. Two-thirds of all Executive Committee members and officers shall constitute a quorum at any meeting of the Executive Committee, and business may be transacted by a majority vote of members present. The Parliamentarian and past State Chair do not have a vote and cannot be considered in declaring a quorum.
3. Conducting Business. The Executive Committee may elect to conduct the business of the committee and the State Review Board either in person or by mail ballot. If a quorum is not present at any Executive Committee meeting and no member present objects, debate may continue; however, the only vote that may be taken is a vote for adjournment.
4. When Executive Committee and State Review Board business is conducted by mail ballot, the outcome is determined by the majority vote of mail ballots returned by the designated deadline. The exception to this is by-law amendment voting which requires a two-thirds vote by mail of the State Review Board.
5. Duties of the Executive Committee shall include assuming responsibility for:
 - A. * Approving training programs for local citizen review board members;
 - B. Reviewing and coordinating, as needed, the activities of local citizen review boards;
 - C. Establishing and approving reporting procedures to be followed by the local citizen review boards;
 - D. * Approving recommendations to be sent to the state's Governor, Chief Justice, CFC/DCBS, and Legislative Research Commission;
 - E. Planning State Review Board and Executive Committee meetings and annual conferences;
 - F. * Reviewing and approving all amendments to the by-laws of the State Review Board;
 - G. Selecting meeting places for State Review Board and Executive Committee meetings, giving consideration to dates, time, accommodations, travel time, etc., within the economic reality of AOC budget limitations, and in consultation with the AOC/CFCRB Manager;

- H. Attending three-fourths of the Executive Committee meetings each year with failure to do so being addressed by the Standards and Retention Committee; and
- I. At its first meeting during or after each annual State Review Board meeting, appointing members to serve as Secretary and Treasurer of the State Review Board for the upcoming year, which members shall:
 - 1. Record and maintain minutes of all Executive Committee and State Review Board meetings;
 - 2. Maintain records of any monies paid by review board members toward state conference activity fees or other such expenses, maintain receipts and records as to how any such money was spent, maintain records of bank statements regarding income and expenditures, and report to the Executive Committee at its meetings regarding such income and expenditures; and
 - 3. Transfer all such minutes and records to their successors upon vacating the offices.

*require State Review Board final approval

B. State Chairperson

In addition to the duties set out above for Executive Committee members, the State Chairperson shall:

- 1. Preside over meetings of the State Review Board and the Executive Committee.
- 2. Testify, or designate another to do so, before the Kentucky General Assembly, representing the opinions of the members of the State Review Board on issues relating to dependent, abused and neglected children.
- 3. Meet periodically with the AOC/CFCRB Manager to discuss issues relating to the management of CFCRBs.
- 4. Appoint committee Chairpersons and fill committee vacancies with the approval of the Executive Committee. Appoint committees in consultation with the Executive Committee.

5. In conjunction with the AOC/CFCRB Manager, serve as official spokesperson for the State Review Board, representing the interests of the State Review Board at meetings with CFC and other organizations.
6. Perform other duties as the State Chairperson, the Executive Committee, or the State Review Board may deem necessary.
7. Following his or her term of service, become Chairperson of the Nominating Committee, as a nonvoting chair, for an additional two years unless resigned, removed from office, or not retained as State Chairperson during a retention election.

C. State Vice-Chairperson

In addition to the duties set out above for Executive Committee members, the State Vice-Chairperson shall:

1. Assist the State Chairperson and assume the duties of the Chairperson in the latter's absence.
2. Perform other duties as may be designated by the State Chairperson, the Executive Committee, or the State Review Board. This may include testifying before the Kentucky General Assembly, representing the opinions of the members of the State Review Board on issues relating to dependent, abused and neglected children.
3. Assume the office of State Chairperson at the conclusion of previous State Chairperson's term, resignation, or removal from office other than through the State Chairperson's failure to retain the office in a retention election.
4. Serve as Chairperson of the Conference Committee.

D. Regional Representative

In addition to the duties set out above for Executive Committee members, persons representing the judicial regions shall:

1. Before each Executive Committee meeting, have contact with each local Citizen Foster Care Review Board Chairperson in the representative's region in order to discuss the progress, concerns, problems, etc., of each local Chairperson's particular board.

2. Identify and address problems and/or issues common to the representative's judicial region.
3. For each Executive Committee meeting, have a written report describing recent Citizen Foster Care Review Board activities in the representative's judicial region, including a description of any actions taken to address local issues and any recommendations for action by the Executive Committee.

E. Parliamentarian

The Parliamentarian shall be appointed by the Chairperson of the State Review Board, with approval of the Executive Committee, and serve as Parliamentarian at all State Review Board and Executive Committee meetings.

Parliamentarian duties include:

1. Advising the State Review Board, Executive Committee and Legislative Committee on matters of parliamentary law and procedures, interpretation of By-laws, etc.
2. Maintaining a position of objectivity and impartiality when monitoring discussions.

ARTICLE VI - Nomination and Election Procedures for State Review Board Officers and Regional Representatives

Section 1. Nomination

The procedures for the nomination of persons as State Vice-Chairperson, Regional Representatives or as State Chairperson, in the event the latter fails to retain the office in a retention election, will be those procedures established in Article VII, Section 3, or otherwise established by the Nominating Committee. An announcement will be mailed to all Citizen Foster Care Reviewers by the AOC/CFCRB staff, advising all reviewers of their eligibility and opportunity to be elected to the position of State Vice-Chairperson, Regional Representative and State Chairperson (if necessary). This announcement will include a brief description of the duties of each position, a listing of current officers and Executive Committee members, a map showing judicial regions, and a deadline date for the submission of nominations to the Nominating Committee.

Section 1.1 Eligibility requirements for State Vice-Chairperson and Regional Representatives

All nominees for State Vice-Chairperson (or State Chairperson if it becomes necessary to elect a Chairperson) shall have served on the Executive Committee as a Regional Representative or as a committee chairperson for at least one (1) year prior to being nominated. Nominees are not required to serve as local chairs or vice-chairs prior to nomination but must be in compliance with Standards and Retention policies and procedures.

Any Citizen Foster Care Reviewer in compliance with the Standards and Retention requirements shall be eligible for nomination as Regional Representative.

Section 2. Election Procedures

In order to enable officers and Executive Committee members to maximize their familiarity with State Review Board issues prior to each biennial session of the Kentucky General Assembly, the regular election for each officer's or Executive Committee member's position shall occur at the first State Review Board meeting following each regular biennial session of the General Assembly.

Regular elections shall be conducted in even-numbered years during the business meeting portion of the State Review Board meeting conducted in each of those years. Further, in compliance with KRS 620.310(2), service of the second year of each State Chairperson or State Vice-Chairperson's term of office shall be subject to that person's retention in the office after a special retention election is conducted by mail at least 4 months prior to the completion of his or her first year of service of the two-year term of office. If a State Chairperson or State Vice-Chairperson is not retained for the second year of an existing term of office, or if a vacancy occurs in the office of State Vice-Chairperson, an election will be held at the next annual State Review Board meeting to fill the remainder of that unexpired term. Unless otherwise noted by the Executive Committee, each term of office shall begin at the completion of the conference during which the election for that position was held, and shall terminate at the completion of the next conference during which an election for that position is held. Elections also may be conducted by mail ballot, at the discretion of the Executive Committee. In such an event, election results will be announced during the annual business meeting.

Voting shall be conducted by written ballot prepared by the Nominating Committee. Any local review board Chairperson not present at a State Review Board meeting at which elections are conducted may proxy his or her vote to another member of the same local review board who is present at the meeting. Each local review board Chairperson shall be eligible to vote for all State Review

Board officers, as well as for those candidates for the Executive Committee who represent boards within that Chairperson's particular judicial region. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.

ARTICLE VII - Standing Committees and Duties

Section 1. Standing Committees

The standing committees of the State Review Board shall include a Standards and Retention Committee, a Nominating Committee, a Legislative Committee, a Training Committee, a Conference Committee, and a Public Relations Committee. The Chairperson of the State Review Board shall appoint additional committees or sub-committees as necessary and in consultation with the Executive Committee and describe their duties.

Section 1.1 Meetings

Committees shall meet as often as is necessary to fulfill their responsibilities.

Section 2. Standards and Retention Committee

The Standards and Retention Committee shall be the Executive Committee of the State Review Board. The goal of this committee shall be to maintain at the highest possible level the certification, retention, and ethical standards of citizen foster care reviewers, in the furtherance of the best interests of those children and families whom the Citizen Foster Care Review Boards serve. The duties of the committee shall include developing and maintaining guidelines of ethical principles and standards of certification, and the receipt, investigation, and resolution of complaints of unethical conduct of Citizen Foster Care Review Board members. This committee shall be responsible for the development of any procedures necessary to implement these standards and goals. All policies that govern the actions of the Standards and Retention Committee shall have approval by the State Review Board.

In order to protect volunteers, all minutes of the Standards and Retention Committee shall be considered confidential and will only be released under the Open Records Law.

Section 3. Nominating Committee

The Nominating Committee shall consist of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board with the approval of the Executive Committee. The immediate past State Review Board Chairperson shall serve as the Chairperson of the Nominating Committee, as a nonvoting chair, for an additional two years. On a year-round basis, the Nominating Committee shall seek out and identify candidates for elected positions and shall encourage these persons to seek office. Additionally, at least 3 months before any annual conference at which elections are to be conducted, the Nominating Committee Chairperson shall seek nominations by mail through the procedure set out in ARTICLE VI, Section 1. Persons may nominate themselves or may be nominated by others, but the consent of any nominee must be secured before that person may be considered as a potential candidate for an office. The Nominating Committee shall screen for eligibility the applications of all nominees and shall place the names of all qualified candidates on the ballot. Ballots shall then be distributed to all eligible voting members at the annual meeting at which elections are held or, at the discretion of the Executive Committee, may be distributed by mail. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.

Section 4. Legislative Committee

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board with the approval of the Executive Committee. This committee's responsibilities shall include the collection and preparation of the recommendations to the Chief Justice, Governor, CFC/DCBS, and the Legislative Research Commission. The preparation for these recommendations shall begin when the session ends in the even numbered years in order to provide input during the interim committee hearings in the odd numbered years.

Another responsibility of this committee shall be to review annually the current statutes relating to abuse, neglect, and dependency and CFCRB related issues. Needed changes shall be incorporated into the annual recommendations and may be presented as a bill or bills during the next general session of the legislature. The chairperson or vice-chairperson of this committee may be designated by the state chairperson to testify before the legislature.

Additionally, this committee shall annually review the State Citizen Foster Care Review Board By-laws and recommend appropriate changes to the Executive Committee. This committee shall also be responsible for updating the Policy and Procedure Manual with approved additions/deletions/changes and ensuring that a copy of the manual is available for each local review board Chairperson.

Section 5. Training Committee

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board with the approval of the Executive Committee. This Committee shall meet in collaboration with the AOC/CFCRB Manager and staff and in compliance with KRS 620.320 (1), be responsible for establishing, monitoring, evaluating, and upgrading the training curriculum for all Citizen Foster Care Reviewers in the state. This curriculum includes opportunities for annual continuing training for experienced reviewers and chairperson training in addition to the initial training of all new volunteers.

Section 6. Conference Committee

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board with the approval of the Executive Committee. The State Review Board Vice- Chairperson shall serve as the Chairperson of the Conference Committee. This committee's responsibilities shall include working with the AOC/CFCRB staff in planning and coordinating the annual Citizen Foster Care Review Board conference.

Section 7. Public Relations Committee

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board Members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board with the approval of the Executive Committee. This committee's responsibilities shall include public awareness, volunteer recruitment, and publication of the CFCRB newsletter.

ARTICLE VIII - Vacancies

Section 1. Removal from Office

Any officer or member of the State Citizen Foster Care Review Board or any citizen foster care reviewer may be removed from office or from the board, if so recommended by the Standards and Retention Committee and approved by the presiding judge.

Section 2. Vacancies in State Review Board Officer and Executive Committee Member Positions

In the event of a vacancy in the position of the State Review Board Chairperson, other than through the State Chairperson's failure to retain the position in a retention election, the State Vice-Chairperson shall automatically become State Chairperson for the remainder of the vacated term. If the position of State Vice-Chairperson shall become vacant, the State Chairperson shall temporarily appoint a Vice-Chairperson from the Executive Committee, with the approval of the Executive Committee, until an election can be conducted during the next annual State Review Board business meeting to fill the remainder of any unexpired term.

In the event of a vacancy in the position of an Executive Committee member, the current State Chairperson shall appoint, with the approval of the Executive Committee, a replacement. If the outgoing member is a Regional Representative, an individual from the same region as the outgoing committee member shall be appointed to fill the remainder of the outgoing committee member's term. An election shall be conducted to fill this position in accordance with Article VI, Section 2.

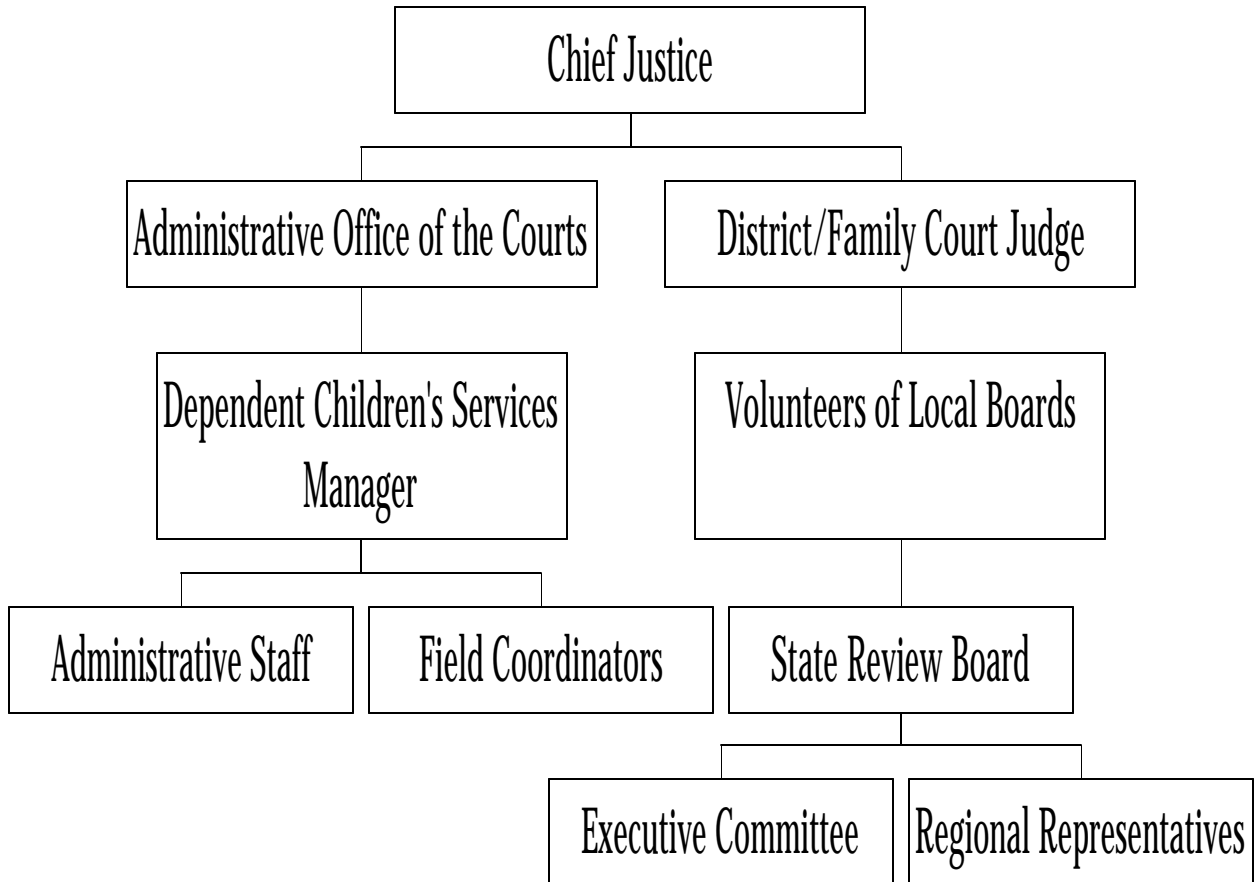
ARTICLE IX - Amendments

These by-laws may be amended by a two-thirds vote of those present and eligible to vote at the next State Review Board meeting or, at the discretion of the Executive Committee, by a two-thirds vote by mail of those eligible to vote and returning mail ballots by the designated deadline, provided the proposed amendments have been approved by the Executive Committee and presented in writing to each member of the State Review Board at least two weeks prior to the date of the meeting, or at least 3 weeks prior to the deadline for submission of mail ballots. These by-laws shall become effective immediately following their approval by the members of State Review Board.

Revised and approved by state board, November 1993

Amended and approved by state board, November 1994, November 1995, November 1996, November 1997, November 1998, November 1999, January 2001

Kentucky Foster Care Review Board Organizational Structure



The Kentucky Citizen Foster Care Review Board is a citizen board with fiscal and staff support provided by the Administrative Office of the Courts.

STATE REVIEW BOARD

- Comprised Of All local Chairs, State Chair and Vice-Chair
- Meets Annually
- Elects Officers Bi-annually
- Approves Changes To By-laws
- Approves Recommendations To Governor and Legislature
- Receives Annual Report From General Manager
- Receives Reports From State CFCRB Committees

EXECUTIVE COMMITTEE

- Comprised Of State Chair, Vice-Chair, Regional Representatives and Committee Chairs
- Officers Elected Bi-annually
- Appoints Committee Chairs
- Develops and Approves Policies and Procedures
- Prepares Recommendations To Governor/ Legislature
- Oversees Standards and Retention Of Volunteers

REGIONAL REPRESENTATIVES

- Elected By Local Citizen Reviewers
- Serve Two-year Terms
- Serve As Liaisons Between Local Boards and Executive Committee

LOCAL BOARD CHAIR

- Performs Duties Assigned To Chair
- Reports Local Board Activity to AOC Staff
- Communicates With Regional Representative
- Serves As a Member Of the State Review Board

LOCAL CITIZEN VOLUNTEER

- Make Application
- Receive Training
- Be Appointed By District/Family Court Judge
- Be Assigned To a Board
- Serve Three-year Renewable Term
- Elect Local Board Chairs/Vice-Chairs
- Elect Regional Representative

COUNTIES OF THE EIGHT REGIONAL REPRESENTATIVES			
Region 1	Region 2	Region 3	Region 4
Ballard Caldwell Calloway Carlisle Christian Crittenden Fulton Graves Henderson Hickman Hopkins Livingston Logan Lyon Marshall McCracken McLean Muhlenberg Todd Trigg Union Webster	Allen Barren Breckenridge Butler Daviess Edmonson Grayson Hancock Hardin Hart Larue Meade Metcalf Nelson Ohio Simpson Warren	Adair Bell Casey Clay Clinton Cumberland Green Harlan Jackson Knox Laurel Leslie Marion McCreary Monroe Pulaski Rockcastle Russell Taylor Washington Wayne Whitley	Bullitt Jefferson
Region 5	Region 6	Region 7	Region 8
Bourbon Boyle Clark Estill Franklin Garrard Jessamine Lee Lincoln Madison Mercer Owsley Scott Woodford	Anderson Boone Bracken Campbell Carroll Fleming Gallatin Grant Harrison Henry Kenton Mason Nicholas Oldham Owen Pendleton Robertson Shelby Spencer Trimble	Bath Boyd Breathitt Carter Elliott Floyd Greenup Johnson Knott Lawrence Letcher Lewis Magoffin Martin Menifee Montgomery Morgan Perry Pike Powell Rowan Wolfe	Fayette

ELECTION OF LOCAL CHAIRS AND VICE-CHAIRS

KRS 620.190 (4) Each local foster care review board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.

1. Election for Chair and Vice-Chair shall be held at the first board meeting of each calendar year.
2. The sitting Chair is responsible for holding the election.
3. Any active board member willing to attend the Chair and Vice-Chair Training within six months can be elected Chair or Vice Chair.
4. Nominations shall be taken from the floor.
5. Elections held by secret ballot with the sitting Chair or their designee counting the votes.
6. The sitting Chair shall report the results of the election to AOC/CFCRB staff within three days.
7. The Vice-Chair shall assume the duties and responsibilities of the Chair when the Chair is not available.
8. If the Chair resigns or otherwise leaves the office, the Vice-Chair shall assume the Chair position until the next scheduled election and a new Vice-Chair shall be elected and serve for the remainder of the year.
9. If the Vice-Chair is unwilling to assume these responsibilities, the Board shall elect a new Chair to serve until the next scheduled election.

ELECTION OF STATE OFFICERS AND REGIONAL REPRESENTATIVES

1. Regular elections shall be conducted in even-numbered years during the business meeting portion of the State Review Board meeting conducted in each of those years.
2. Each term of office shall begin at the completion of the conference during which the election for that position was held, and shall terminate at the completion of the next conference during which an election for that position is held.
3. At least 3 months before any annual conference at which elections are to be conducted, the Nominating Committee Chairperson shall seek nominations by mail.
4. The Nominating Committee shall screen for eligibility the applications of all nominees and shall place the names of all qualified candidates on the ballot.
5. Voting shall be conducted by written ballot.
6. Ballots shall then be distributed to all eligible voting members at the annual meeting at which elections are held.
7. At the discretion of the Executive Committee, ballots may be distributed by mail.
8. Chairpersons may proxy his or her vote.
9. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.
10. Election results will be announced during the annual business meeting.

Please refer to Bylaws Article VI and VII (3) for further information

SELECTION OF COMMITTEE CHAIRS, SECRETARY AND TREASURER

1. Standing Committee members shall be appointed by the State Chair in consultation with the Executive Committee.
2. Standing Committee Chairpersons shall be appointed by the State Chair, with approval from the Executive Committee. ***By-laws V (2)(B)(4)***
3. State Chair may secure approval of Chair appointments by mail or email.
4. Executive Committee shall appoint members to serve as Secretary and Treasurer at the first meeting of the Executive Committee after the annual conference.

VOLUNTEER REVIEWERS

Acceptance of an appointment by the District Court/Family Court as a Foster Care Reviewer commits the volunteer to adherence to these principles and duties:

Duties and Responsibilities of the Volunteer Reviewer:

- Respect confidentiality at all times.
- Adhere to “Conflict of Interest” policy.
- Maintain good working professional relationships all parties.
- Respect the dignity and worth of each child and their family.
- Work using the “Best Interest of the Child” principle.
- Thoroughly review each child’s file and complete the review form as instructed.
- Insure that each case file is reviewed at least every six months.
- Provide assistance to the court so that permanency is achieved in a timely manner.
- Attend and contribute to at least 75% of stated meetings of the Local Review Board annually.
- Attain at least six training hours per year to maintain certification as a volunteer reviewer.
- Participate in the election of a chair and vice-chair annually for the local review board.

CHAIR AND VICE-CHAIR POSITIONS

The **Chairperson** shall be elected from the local board to represent the Local Board and to fulfill the administrative and reporting requirements of the position.

The **Vice-Chairperson** shall be elected from the Local Board to represent the Local Board in the absence of the Chair and to assist the Chair in administrative and reporting requirements.

The Duties and Responsibilities of the Chair and Vice-Chair:

Serving on the State CFCRB:

- Each local review board Chair shall serve as a *voting* member of the State Review Board, attend State Review Board meetings, and fulfill reporting requirements that the State Review Board establishes.
- The Chair shall submit a yearly report to the State Review Board summarizing the activity of the local board.
- The Chair shall also recommend changes/additions/deletions affecting permanency in regards to policies and procedures of the Cabinet or other child-caring agencies or facilities.

Schedule and Convene Meetings of the Local Board:

- Schedule meetings of the board at the time and date most convenient to the majority of the reviewers.
- Inform Field Coordinators of any changes to this schedule. Develop a system for reminders and notices of local meetings.

Developing Relationships With CBS Personnel:

- The Chair should develop and maintain a good professional relationship with the CBS liaison to the board.

Requesting Case Files:

- The Chair shall make any necessary arrangements with CFC so that case files are available and ready for review during a called board meeting.
- Chairs shall ensure that the Children's List was received, files are updated and all material included within the files.

Coordinating Board Members:

- The Chair shall be responsible for keeping the schedule of meetings, sending reminders to reviewers, and meeting together as a board.

- The Chair shall record attendance records and training records for each volunteer on the Children's List. Chairpersons shall, when requested, be responsible for reviewing/evaluating the attendance, compliance with training requirements, and level of functioning of each of their members by December 31st of each year.

Examination of Completed Reviews:

- All reviews completed by board members shall be examined by the Chair to insure the form is completed and the information was expressed in a clear and professional manner.

Submitting Reports:

- All copies of Review Forms (reports) shall be completed in a very timely manner, regardless of varying local distribution procedures.
- Within seven (7) days of each review, the local chair shall submit the original foster care external review forms to the court stating the board's findings and recommendations for the cases reviewed.
- If the recommendation to the court includes a judicial review, the chair shall enumerate the reasons that support the judicial review. After the court review, the chair shall follow up to document the response and activities since the court review.
- The report has four copies. The canary copy becomes a part of the case file, the white original is sent to the District Judge/Family Court Judge, the pink copy is kept by the Chairperson, and the gold copy is sent to the AOC staff in Frankfort.

Submitting the Children's List:

- The Children's List shall be sent to AOC staff within seven (7) days of the conducted review.

CHAIRPERSON CHECKLIST

Before Review Board Meetings:

1. Notify CFC and AOC staff at least 14 days prior to local board's next meeting date and time, as well as remind reviewers of the meeting time and place.
2. Update review board files to be sure that they contain any new materials received for board use.

During Review Board Meetings:

1. Arrive at review site prior to board meeting.
2. Check-in all cases by using the Children's List.
3. Files not available, request CFC staff to locate files.
4. If missing files are not located, recall cases for next month's meeting.
5. Have supplies available for reviewers.
6. Confer with reviewers as necessary during their reviews.
7. Guide new board members through initial reviews.
8. Sign off on all reviews, checking for appropriateness of statements, and completion.
9. If there are any questions for CFC staff, check appropriate areas on the review form, and return to caseworker in agreed upon manner.
10. Complete Children's List. Mail the list within ten days of meeting to AOC staff. Retain yellow copies for Board's records. Subsequent review is dependent upon timely return of Children's List.
11. File any CFC responses to prior reviews. Responses from CFC are due within two weeks of the review that generated the question.
12. In counties where appropriate, forward copies of review to Guardian Ad Litem.
13. Mail original reviews to the Judge.

After Review Board Meetings:

1. File correspondence received between board meetings.
2. Notify AOC if supplies are needed.
3. Maintain attendance and training records for each reviewer.
4. Assist reviewers in filing mileage reimbursement forms.
5. Watch for Children's List to arrive at least 14 days prior to the next meeting.

REGIONAL REPRESENTATIVES

Regional Representatives shall be elected to represent the regions of Kentucky CFCRB. Any volunteer who is in good standing with the Standards and retention Committee, regardless of whether they are a local chair or vice-chair, can be elected. The Representatives serve on the Executive Committee and Standards and Retention Committee, and also may serve in any other capacity on the State Board.

The Duties and Responsibilities of the Regional Representative:

- At least yearly, and preferably three or four times per year, have contact with each local CFCRB Chairperson in the representative's region in order to discuss the progress, concerns, problems, etc. of each local chairperson's particular board.
- Identify and address problems and/or issues common to the representative's judicial district court region.
- For each Executive Committee meeting, have a written report describing recent CFCRB activities in the representative's judicial district court region, including any description of any actions taken to address local issues, and any recommendations for action by the Executive Committee.

By-laws V (D)

STATE REVIEW BOARD

The State Review Board shall consist of all local review board Chairpersons, the State Chairperson, State Vice-Chairperson, immediate past State Chairperson and members of the Executive Committee.

Duties and Responsibilities of the State Review Board:

- Meet annually at the state conference or any special meeting called.
- Approve training programs for local citizen review board members.
- Approve recommendations to be sent to the Governor, Chief Justice, CFC/DCBS, and Legislative Research Committee.
- Review and approve all amendments to the By-laws of the State Review Board.
- Approve Standard and Retention policy.

By-laws V (2) (A)(5), VII (2)

STATE BOARD OFFICERS

Duties and Responsibilities of the State Chair:

- Preside over all meetings of the State Board and the Executive Committee.
- Testify, or designate another to do so, before the Kentucky General Assembly. The Chair shall represent the opinions of the members of the State Board relating to issues pertinent to children who are dependent, abused, and /or neglected and the role of citizen reviewers.
- Meet regularly with the AOC/Dependent Children's Services Manager to discuss issues relating to the management of CFCRB's and any other issues brought to their attention by reviewers.
- Appoint committees, committee chairpersons and fill committee vacancies with the approval of Executive Committee.
- Serve as the official spokesperson for the State Board by representing the interests of reviewers at meetings with organizations like CFC and the media.
- Perform other duties as deemed appropriate by the Executive Committee or State Board.
- Following his/her duties as chair, serve as an ex-officio member of the Executive Committee as well as chair the Nominating Committee.
- Should the Chair be removed from office for cause or resign their position, these duties no longer apply.
- Appoint editor of the caring difference, annually.

By-laws V (2) (B) and VII (2)

Duties and Responsibilities of the State Vice-Chair:

- Assist the State Chair and assume his/her duties in the Chair's absence.
- Perform duties as may be designated by the State Chairperson, the Executive Committee, or the State Board. These duties may include any of the duties ascribed to the State Chair.
- Serve as Chair of the Conference Committee.
- Assume the office of State Chair upon the completion of two-year term.

By-Laws V (2) (C)

Duties and Responsibilities of the State Secretary:

- Take and keep minutes of all Executive Committee meetings, State Review Board meetings and Standards and Retention meetings and hearings.
- Call the meetings to order.
- Conduct role call.
- Distribute and maintain any correspondence of the Executive Committee.
- Transfer all such records to his/her successor.

By-Laws V (2) (A) (5-D)

Duties and Responsibilities of the State Treasurer:

- Maintain records of any monies paid by review board members toward state conference activity fees or other such expenses.
- Maintain receipts and records as to how any such money was spent.
- Maintain records of bank statements regarding income and expenditures.
- Report to the Executive Committee at its meetings regarding such income and expenditures.
- Transfer all such records to his/her successor.

By-laws V (2) (A) (5-D)

Duties and Responsibilities of Parliamentarian:

- Advise the State Review Board, Executive Committee and Legislative Committee on matters of parliamentary law and procedures, interpretation of By-laws, etc.
- Maintain a position of objectivity and impartiality when monitoring discussions.
- Non-Voting

By-laws V (2) (E)

EXECUTIVE COMMITTEE

The Executive Committee of the State Board is comprised of the following:

State Chair
State Vice-Chair
Regional Representatives
Past State Chair (ex-officio)
Chairs of Standing Committees
Parliamentarian (Non-Voting)
Treasurer
Secretary

The Duties and Responsibilities of the Executive Committee:

- Review and coordinate, as needed, the activities of local citizen review boards.
- Approve training programs for local citizen review board members.
- Establish and approve reporting procedures and forms to be followed by the local review board.
- Receive reports from standing and ad hoc committees.
- Assist in the planning of State Board meetings and Conferences.
- Develop, with input from committees, recommendations to be sent to the Governor, Chief Justice, CFC/DCBS and the Legislative Research Commission.
- Recommend, as necessary, changes in the By-laws of the organization.
- Oversee the election process for the organization.
- Approve committee members and committee chairs appointed by State Chair.
- Appoint Secretary and Treasurer, annually.
- Approve editor of *the caring difference*, annually.
- Attend at least 75% of all Executive Committee meetings.
- Ensure that minutes of the Executive Committee and State Review Board are recorded in separate permanent locations, with AOC staff and State Secretary.
- Send minutes of the Executive Committee meetings to local chairs within thirty days of meeting, marked “draft not yet approved.”
- Ensure, in conjunction with staff, timely delivery of Chair/Vice Chair Packets.

By-laws V (2) (A)

STANDING AND AD HOC COMMITTEES

With the exception of the Standards and Retention Committee, all committees shall:

- Provide quarterly updates on committee progress to the editor of *the caring difference* (March, June, September, and December).
- Record the proceedings of all committee meetings. Provide committee meeting minutes to the Executive Committee at least quarterly.
- Communicate with staff to ensure committee highlights are included in the annual report.

Standards and Retention Committee shall:

- Establish standards for the certification of new volunteers.
- Establish attendance policy for board members.
- Establish ongoing training requirements.
- Conduct hearings to resolve cases where volunteer misconduct has been alleged.
- Notify volunteers who have failed to meet re-certification.
- All policies governing the actions of the Standards and Retention Committee shall have approval by the State Review Board.

Legislative Committee shall:

- Review and research children's issues in light of legislative changes at the national and state level.
- Review and track legislation that affect children in the Commonwealth.
- Review annually the current statutes relating to abuse, neglect, and dependency and CFCRB related issues.
- Review annually the State Review Board By-Laws and recommend appropriate changes to the Executive Committee.
- Review and update the Policy and Procedure Manual with approved additions/deletions/changes.
- Prepare a lobbying strategy for legislation (this should include an approach for handling unapproved legislative affecting the CFCRB program). Present all plans to Executive Committee.
- Keep all state board chairs informed of relevant pre-filed bills.
- When possible seek ways to effectively align with other groups, programs, and agencies to achieve systemic change, which improves permanency procedures for children in care.

Training Committee shall:

- Develop and evaluate the initial training programs offered to new volunteers.
- Review initial volunteer training agenda with field coordinators. Make recommendations for change, if necessary.
- Develop and evaluate the chair/vice chair trainings.
- Review Chair and Vice Chair Training curriculum. Make recommendations for change, as necessary.
- Assist in the preparation of materials used in training Board Chairs/ Vice Chairs.
- Modify the training procedures to better meet the needs of volunteers to perform their duties as citizen reviewers.
- Review methodology currently in place for training (i.e., training teams) and make recommendations for change, if necessary.
- Review all training materials (i.e., manuals, overheads, etc.,) and make and update corrections as necessary.
- Confer with Conference Chair regarding conference topics.
- Track progress of all training (initial, continuing, chair and vice chair) by reviewing evaluation summaries prepared by field coordinators and monitoring volunteer training hours through the children's lists (a report from the staff might be necessary for this). Report progress to the Executive Committee quarterly.
- Prepare and maintain a comprehensive list (learning library) of alternative training options for experienced reviewers, including conference videos, books, magazine articles etc. Note respective training hours for each tool.
- Develop and maintain a plan for communicating the learning library information to all reviewers.
- Work with PR Committee to coordinate training information posting on the CFCRB web page.

Nominating Committee shall:

- Be chaired by the immediate past State Review Board Chairperson.
- Review all nominations made.
- Create nomination forms for all elections.
- Determine eligibility of nominated volunteers.
- Tabulate the results for State Vice Chair and Regional Representatives and report the results to the Executive Committee and the State Board Meeting.
- Recruit qualified individuals for board service.
- Work with PR Committee to recruit and retain volunteers.

Conference Planning Committee shall:

- Be chaired by the State Vice Chair.
- Plan the annual state-wide training conference. The planning shall include site selection, conference theme, agenda, speakers and conference evaluation.
- Establish guidelines for conference attendance eligibility.
- Ensure that the goal of the conference is to provide forums for the General Membership to share knowledge.
- Assist with the agenda planning for State Board Meeting.
- Confer with Training Committee chair to select conference topics.
- Work with regions hosting conference to formulate the Host Committee.

Sub- Committee - Conference Host Committee shall:

- Be composed of CFCRB members from the host city and the Field Coordinator of the host city.
- Prepare conference materials for registration, exhibit/vendor tables, banquet entertainment, gifts for speakers, recognition gift for all volunteers, hospitality room, publicity, and banquet welcome.
- Obtain souvenir kits for attendees including goody bags and door prizes.
- Plan social outing for conference attendees.

Public Relations Committee shall:

- Develop, review and evaluate all materials related to public awareness.
- Be responsible for public awareness and volunteer recruitment.
- Publish the newsletter, *the caring difference*. Recruit an assistant editor. Review and refine publishing guidelines as necessary. Develop editorial calendar and distribute accordingly.
- Work with Nominating Committee to recruit and retain volunteers by preparing a public relations strategy.
- Promote program awareness through positive publicity. Develop a work plan for this project and present to Executive Committee for approval.
- Work with staff to maintain and update the CFCRB web page, including posting guidelines.
- Develop pilot counties for recruitment efforts.
- Coordinate the CFCRB Speaker's Bureau. Maintain and update materials as needed.

Ad Hoc Committee – Publication Guidelines- shall:

- Develop workflow regarding CFCRB program material including – types of materials, required approval process, editorial guidelines (what can be edited), timelines for approval, etc.
- Develop Policy and Procedure Guidelines for these publication standards.

Recognition Committee shall:

- Develop policies and procedures outlining the manner in which outstanding service will be recognized and rewarded.
- Notify local review boards about the recognition process.
- Review nominees.
- Submit names as proposed awardees to Executive Committee for approval.

GENERAL MANAGER

Characteristics of the Class: Manage all activities of a court division or department. Performs related duties as required.

Examples of Duties: Plan and administer all activities relating to the department of a specific court program, division, or department. Supervise and coordinate activities of workers employed in the department. Interpret company policies to workers and enforce safety regulations. Establish or adjust work procedures to meet department workload. Analyze and resolve work problems or assist department employees in resolving problems. Initiate or suggest plans to motivate workers to achieve work goals. Recommend and initiate personnel actions, such as promotions, discharges, transfers and disciplinary actions. Produce departmental activity reports and documents. Monitor department budget. Interview, select, and train department employees. May serve on various organizational committees. May contact officials, state agencies, and field representatives about department activities.

Qualifications: Graduate of a college or university with a bachelor's degree in a field relating to assigned division, supplemented by five years experience in a field related to assigned division.

Staff Procedures

Responsibilities and Duties:

1. The General Manager shall be responsible for the selection and supervision of office staff and activities.
2. The General Manager, along with the Chair and Vice-Chair is the chief spokesperson for CFCRB.
3. In Coordination with the Executive Committee the General Manager shall:
 - A. Follow procedures and policies approved by the Executive Committee and the State Board, including By-laws and Standards and Retention Committee.
 - B. Develop reporting procedures as required by KRS 620.230(3).
 - C. Develop annual planning documents in conjunction with the staff.
4. The General Manager shall assist the Executive Committee with strategies and practices that facilitate the more effective functioning of CFCRB's.

5. The General Manager shall work with the State Chair to prepare agendas for the Executive Committee Meetings as well as the State Board Meeting.
6. The General Manager shall assist local review boards with recruiting and training volunteers.
7. The General Manager shall report to the Executive Committee any significant problems that have been experienced with local boards, and the plan of action used to remedy the problem.
8. The General Manager shall make available support services for the State Board and Committees as feasible.
9. The General Manager shall report to the Executive Committee how well the boards throughout the state are complying with the requirement that all children receive reviews at least every six months.
10. The General Manager shall work toward building and maintaining relationships with state leaders (administrative, legislative and judicial personnel) toward furthering the goals and objectives of the CFCRB.
11. The General Manager, to provide leadership to the organization, shall:
 - A. Initiate research that leads to problem solving and policy formulation
 - B. Initiate planning processes that lead to goal achievement.
 - C. Implement strategies that facilitate goal achievement.
 - D. Provide encouragement and support to volunteer and standing and special committees.
12. The General Manager, to act as the liaison between the Executive Committee and the AOC staff, shall:
 - A. Relate and clarify AOC policies that affect the operation of the Executive Committee.
 - B. Advocate for AOC policy implementation or changes that the Executive Committee finds necessary to effectively operate CFCRB.

FIELD COORDINATOR

Characteristics of the Class: Serve as field coordinator for a specific court division. Performs other duties as required.

Examples of Duties: Review and evaluate program field operations for a specific court division to provide assistance and services in achieving divisional goals. Interpret standards and program goals of court division for court personnel, volunteers, and other state agencies to assist local boards, committees, groups, or agencies in maintaining program effectiveness. Confer with common councils to advise members on matters relating to the program. Evaluate capabilities of local or community agencies to achieve program goals; considering such factors as program finances, facilities, staffing, and changing community needs. May prepare reports on progress of local communities. May organize or conduct training or staff development programs. May mediate and coordinate interaction between review boards, the court system, Community Based Services, and other individuals involved in program operation. May supervise volunteers. May facilitate efforts to gain publicity and recognition for the court system programs, including making media contacts. Review existing and prepare new public relations materials, such as fact sheets, annual reports, and press releases. May coordinate adult education outreach. May maintain training manuals for coordinators and program participants.

Qualifications: Graduate of a college or university with a bachelor's degree in a social science field closely related to assigned court division, supplemented by two years experience in a field related to assigned court division.

Staff Procedures

ADMINISTRATIVE ASSISTANT

Characteristics of the Class: Performs administrative duties under general supervision. Performs other duties as required.

Examples of Duties: Interpret and apply departmental rules, regulations, and policies as they relate to general office management. Provide support to supervisors and administrative staff in carrying out the functions of the office. Collect data and prepare routine report and correspondence. Perform research work, such as collating and tabulating routine data. Edits documents, manuals, and other materials for style and format. Ensure that all policy and procedures manuals are updated when changes have been made. Collect and assemble basic data to be used in the development of bulletins, reports, and other informational materials. Coordinate the flow of work between professional staff and clerical staff. Review documents for completeness and check figures for accuracy. Report unit time and attendance. Receive complaints and general information requests from the public or court officials, does basic research, and drafts oral responses.

Qualifications: High school graduate supplemented by three years of experience in business, administrative work, research, or clerical experience; or all equivalent combination of education and experience.

DATA ENTRY OPERATOR/EDITOR

Characteristics of Class: Perform data entry operations under general supervision. Perform other duties as required.

Examples of Duties: Operate keyboard or other data entry device to enter data into computer. May compare data entered with source document. May receive, sort, and edit caseload cards for opening and closing tabulations by county. May record tabulations for data entry. May file cards. May audit caseload printouts for errors. May make field visits to collect data or explain proper reporting procedures. May organize data to be entered. May create, maintain, and modify data entry formats and procedures.

Qualifications: High school graduate supplemented by one year of data control experience. Related training or clerical experience will substitute for the education on a year for year basis.

RESEARCH AND STATISTICS COORDINATOR

Characteristics of the Class: Serves as coordinator of data analysis and research activities conducted by AOC Foster Care Division. Performs other duties as required.

Examples of Duties: Conducts data and statistical analysis of children in foster care. Supervises data entry operators and the operation of AOC Foster Care Tracking System and the Children's List. Presents and disseminates aggregate level findings and recommendations made by the Citizen Foster Care Review Boards to the Governor, Supreme Court, and the Legislature. May prepare reports on the statewide foster care population or foster care populations within a specific community or judicial district/circuit. May mediate and coordinate interaction between review boards, the court system, social services, and other professionals involved in child welfare for research purposes. May design web pages. May assist in the coordination of program evaluations. Assists in the coordination and operation of federal child welfare grants. May organize or conduct training on program operation.

Qualifications: Graduate of a college or university with a bachelor's degree in a social science field closely related to assigned court division, supplemented by two years experience in a field related to assigned court division.

PROFESSIONAL SERVICES SUPERVISOR

Characteristics of the Class: Perform administrative duties relating to the management of a specific court division. Perform other duties as required.

Examples of Duties: Interview assigned court division personnel. Supervise and evaluate the work of division personnel. Investigate and implement appropriate disciplinary action concerning personnel problems. Conduct on-the-job personnel training. Recommend formal training, if necessary, after conducting training needs assessments. Assist in developing job standards and evaluate staff according to established standards. Monitor workload and recommend staffing level adjustments to court division management. Review and monitor time sheets, travel vouchers and program statistics.

Qualifications: Graduate of a college or university with a bachelor's degree in a field related to assigned court division supplemented by at least four years experience in assigned court division or a closely related field.

Staff Procedures

STAFF PARTICIPATION IN MEETINGS

1. Staff shall attend meetings of various committees and the State Board as requested.
2. Staff is encouraged to offer advice and recommendations based on their professional knowledge.
3. Staff is encouraged to assist volunteers in such ways that the organization adheres to state statutes and organizational by-laws.
4. Staff will not have a vote in any capacity of the State Board.
5. Staff may serve on local review boards as volunteers, but may not serve on the Executive Committee, nor Chair a Standing or Ad Hoc Committee.

CHILDREN'S LIST GOALS AND PROCEDURES
Staff Procedures

I. Goals of the Children's List

The Children's List Operation Exists to:

1. Identify all children in foster care in Kentucky,
2. Ensure that all children in foster care in Kentucky are reviewed at least once every six months,
3. Ensure that board Chairs and DCBS offices receive children's list prior to 14 days before a board meeting,
4. Notify boards and DCBS offices of when the next board meeting will occur and which children are going to be reviewed,
5. Gather statistical information (release information, number of reviews, number of children reviewed) so that board activity can be tracked. This information is important since it validates our existence to the Legislature,
6. Notify central office of the date that a board is going to meet next,
7. Distribute cases equally for different board meetings,
8. Identify boards that need attention.

II. Instructions/Procedures

1. Children's Lists must be returned to central office within 21 days of a board's next meeting date. Central office must have completed children's list from a previous meeting in order to generate another list for a future meeting (Central office must know at what future date the board plans to review each case again). In order for the chair and DCBS office to be notified of what children are going to be reviewed 14 days prior to the next meeting date, AOC central office must receive a completed children's list at least 21 days prior to the board's next meeting date (postal and processing time).
2. Children's Lists received by AOC will be processed and mailed out on the date that is 18 days prior to the board's next review date. Step one must be followed for this step to be followed.
3. Central office shall maintain a current listing of chair and DCBS addresses and phone/fax numbers, so that children's list are mailed to correct addresses.
4. Chairs must always provide a next meeting date for each case. This includes cases that were not reviewed because their file was unavailable or the board

did not have enough time to review the case.

5. Chairs must always indicate that a child is released on the children's list if he or she is aware of it. A child may keep appearing on a children's list due to his or her not being released out of the tracking system if not otherwise noted.

Staff Procedures

TRAINING POLICY AND PROCEDURE

1. Initial training shall be offered regionally four times per calendar year.
2. Notice of training certification shall be given to the Chief District/Family Court Judge prior to appointment.
3. The volunteer may not review a case until he/she is trained and certified. If the individual does not complete the required training, a letter will be sent to this effect to the District /Family Court Judge.
4. Qualified trainers including CFCRB staff and volunteers, CFC personnel and appropriate community members shall provide training.
5. The staff shall coordinate and conduct training, plan training schedules and supervise the continuing training.
6. Prior to initial training, individuals interested in becoming board members shall receive a brochure and handbook. Following appointment and certification, the board member will be forwarded a reference manual.
7. The initial training session fulfills certification requirements for one calendar year. Thereafter the board member is required to obtain six continuing training credit hours to be re-certified.
8. Initial and Chair/Vice-Chair training agendas shall be approved by the Executive Committee.

TRAINING
STAFF PROCEDURE

Schedule: Initial training is conducted quarterly in each of the field coordinator's areas.

RECRUITMENT	NOTIFICATION OF TRAINING	TRAINING
FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY
AUGUST	SEPTEMBER	OCTOBER
NOVEMBER	DECEMBER	JANUARY

Notification of Training Dates: Notice of training dates shall be mailed to all applicants at least 30 days before the first scheduled training.

Staff Procedures

APPOINTMENTS
STAFF PROCEDURE

As soon as possible after training (no longer than five days), the field coordinator shall fill out a volunteer record check for Pretrial Services and the Cabinet for Families and Children.

After this process has been completed, the field coordinator shall send a copy of the application and an appointment order to the Chief District Judge or the Family Court Judge in the appropriate county where the volunteer has indicated he/she would like to serve.

Staff Procedure

CONTINUING TRAINING SESSIONS

Continuing training is vital to the quality of reviews. CFCRB offers continuing training through conference and other training sessions. However, the community offers educational seminars, which may be approved for continuing training credit. On an annual basis, six continuing training hours are required for all reviewers.

Approved Programs For Continuing Training Credit:

Annual Conference With attendance at all Saturday Courses	6 credit hours
Instructor - CFCRB Training Session	3 credit hours
Executive Board Meeting limit 3 credit hours per year	1 credit hour
Training video and corresponding questionnaire	2 credit hours
Workshops in the community concerning children's issues, approved by local board chair	2-6 credit hours

CERTIFICATION

1. All applicants for volunteer Citizen Foster Care Reviewers shall complete the Initial Training as approved by the Executive Committee of the State CFCRB to qualify for certification.
2. Initial Training provides the volunteer with certified status of up to one year.
3. All new volunteers shall be certified prior to appointment.
4. All volunteers must be appointed by written court order of the District Judge/Family Court Judge.

RETENTION AND/OR RE-CERTIFICATION

1. Each volunteer shall attend a minimum of 75% of their Board's scheduled meetings in order to retain their membership, provided there are cases to review.
2. Each volunteer shall be required to acquire six hours of training each year for re-certification.
3. Determination of what qualifies as training will be left to the Chairperson of the individual boards.
4. Chairpersons shall be responsible for reviewing/evaluating the attendance, compliance with training requirements, and level of functioning of each of their members.
5. Chairpersons are also responsible for sending this information to the state office by December 31st of each year.

CFCRB ANNUAL CONFERENCE

All of the staff participate in the preparation of the conference. The Conference Committee develops an agenda at the beginning of the year for the conference.

Who May Attend:

- Volunteers who attend and participate in three-fourths of all their local board meetings in the year the conference is held.

Hotel Accommodations:

- Hotel accommodations will be provided for reviewers living 30 miles or more from the conference site. (Exceptions will be made for the Executive Committee members and committee chairs as necessary).
- Although volunteers are asked to share a room when possible, there will be one hotel room provided per reviewer. Reviewers may bring a spouse or guest.

Cancellations:

- Reserved rooms must be paid for unless they are cancelled within the time frame stipulated by the hotel.
- Volunteers are expected to inform the AOC staff of cancellations, even when the reviewers call the hotel themselves.
- Failure to inform AOC staff of cancellation may result in the reviewer bearing the cost of the room.

Meals:

- Meals will be provided to reviewers only.
- Saturday night meals are “on your own.”
- Guests must make arrangements with the Conference Committee staff for payment of their meals, either during early registration or at the Conference.

Mileage:

- Mileage will be reimbursed at the current rate for reviewers. (One car per family)
- Mileage to the conference will be reimbursed after subtracting 200 miles round trip.

Training Credit for Certification:

- To receive six hours of continuing training, reviewers must attend every session on Saturday.

CHAIR AND VICE-CHAIR TRAINING

1. All CFCRB current or newly elected local chairs and vice chairs must attend an enhanced chair and vice chair training session either before or within six months of the election.
2. Chairs and vice-chairs must meet the regular training requirement that involves six hours of approved continuing education per year.
3. Barring extreme circumstances, a chair or vice chair who is unable to meet the enhanced training will automatically become ineligible to continue service in this capacity, although he/she may remain an active board member provided all training requirements have been satisfied.

CONFLICT OF INTEREST

A Reviewer Shall Not Review Cases In the Following Instances:

1. When the reviewer is a member of the family being reviewed.
2. When the reviewer is a neighbor or friend of any family member or foster parent in the case.
3. When the reviewer is actively involved in a professional, business, or personal relationship with any family member in the case, including but not limited to:
 - A. Teachers who presently have family members in class;
 - B. Human services professionals and other professionals (social workers, psychologists, nurses, ministers, physicians, CASA workers, etc.) who are actively working with family members;
 - C. Attorneys involved in any way in the case or cases of family members;
 - D. Proprietors who have any family member as a tenant.
4. When the reviewer is involved in any other relationship with any family members that would make them privy to information about the family that influences their perception of the case or people in the case.
5. When the reviewer is a foster parent and the children placed in his/her home are being reviewed.
6. In situations where confidentiality is the ruling ethic or value, the reviewer should never betray confidences. However, when confidences are not an issue, reviewers covered in the above categories may decide to share information with other reviewers on their board who may, in turn, review the case. This information should be relevant to the case and in the best interest of the child.

CONFLICT RESOLUTION BETWEEN VOLUNTEERS AND AOC STAFF

1. When a volunteer has a concern about staff, the volunteer is to communicate that concern first with the local chair.
2. Either the Volunteer or the local chair shall communicate that concern directly with the General Manager.
3. The General Manager shall contact the volunteer within five working days to fully address the issues of concern.
4. The General Manager shall follow up with a letter detailing the facts of the concern(s) and send a copy of that letter to the State Board Chair.
5. The General Manager shall keep the volunteer, State Chair and those parties involved in the concern, where applicable, informed of progress toward resolution of the concern.
6. The General Manager shall submit a letter to the volunteer, State Chair and those involved in the concern, where applicable, detailing the resolution of the concern.
7. The State Chair shall contact the Executive Committee after speaking with AOC and the General manager to determine the process.

CONFLICT RESOLUTION BETWEEN
VOLUNTEERS AND GENERAL MANAGER

1. When a volunteer has a concern about the General Manager, the volunteer shall communicate that concern first with the local chair.
2. Either the volunteer or the local chair shall communicate that concern directly with the State Chair.
3. State Chair shall review facts and relate the issue to Executive Committee by email, phone or other means of communication to determine if further action is necessary.
4. The State Chair shall address the issue with the Manager by personal contact within five working days. The State Chair will attempt to resolve the situation, and decide if a formal plan of action is needed.
5. After the original contact with the General Manager, the State Chair shall contact the volunteer within five working days to detail the concern as understood and detail the plan of action deemed appropriate for the concern.
6. The State Chair shall keep the volunteer informed relative to the progress of the resolution.
7. If there is an instance where this process becomes ineffective, the Executive Committee shall communicate the concerns with the Director of AOC and the General Manager.
8. If the issue remains unresolved, a closed session of Executive Committee shall be held to determine process and course of action.

CFC CONFLICT RESOLUTION WITH CFCRB/AOC

1. CFC complaints not resolved at the local level regarding staff or local board members are to be submitted to the CFC Director, who notifies the CFCRB State Chair.
2. The State Chair follows procedure for Standards and Retention Hearing.

**RULES AND PROCEDURES OF
STANDARDS AND RETENTION COMMITTEE**

1. RESPONSIBILITY AND OBJECTIVES OF THE COMMITTEE

1.1 Bylaws:

- 1.11 Formulate ethical principles and standards of certification for adoption by all Citizen Foster Care Review Boards.
- 1.12 Receive and investigate complaints of unethical conduct of Citizen Foster Care Review Board volunteers.
- 1.13 Resolve complaints of unethical conduct or other inappropriate behavior recommending action as is necessary to the Executive Committee.
- 1.14 Adopt rules and procedures governing the conduct of the Standards and Retention Committee.

1.2 Objectives:

- Maintain certification, retention, and ethical standards of Citizen Foster Care Reviewers at the highest level.

1.3 Protection of Children in Placement:

- Protect the best interests of the children whom the Citizen Foster Care Review Boards serve.
- Take educative and constructive (rather than punitive) actions towards members found to be in violation of the organization's ethical principles.

2. GENERAL OPERATING RULES AND NATURE OF AUTHORITY

2.1 Enabling Rules:

- 2.11 The Committee shall base its activities on the Bylaws of the State Citizen Foster Care Review Board.
- 2.12 The Committee will adopt rules and procedures governing its conduct in all matters under its jurisdiction. Five members are deemed a quorum and necessary for official action by the Committee.
- 2.13 The Committee has power to investigate allegations of unethical or other inappropriate behavior of all Citizen Foster Care Reviewers in the Commonwealth.
- 2.14 The Committee shall be the sole judge of whether a matter can be disposed of within the Committee or whether recommendations shall be made to the appropriate District Court Judge concerning the alleged violator.

2.2 Jurisdiction Over Volunteers:

- 2.21 The Committee recognizes and respects the authority of the District Court and Family Court Judges to appoint Citizen Foster Care Reviewers in their respective jurisdictions. The Committee reserves the right to certify these individuals as meeting and maintaining minimum standards of competency to review cases of children in placement.
- 2.22 The Committee shall upon the recommendation of AOC and individual board chairs endorse certification or re-certification of Citizen Foster Care Reviewers.
- 2.23 The Committee shall consider complaints brought to its attention only if the complaint is filed within one year from the time the alleged misconduct occurred. This rule may be excepted by a majority vote of the Committee in unusual cases.

2.3 Available Disciplinary Actions:

Respecting that the District Court /Family Court Judges are the sole authority for the appointment or removal of Citizen Foster Care Reviewers, in some circumstances the Committee may need to discipline members for sub-par performance or unethical behavior. These disciplinary actions will be taken as a last resort and only affects the individual's status as a certified reviewer.

- 2.31 **Probation:** In cases of clear violation of a less serious nature, the Committee may recommend probation for an appropriate time to assure that steps are being taken to rectify the situation. Re-review by the Committee is necessary to return the reviewer to certified status. Failure to comply with Committee recommendations within one calendar year will result in sterner disciplinary action. As above, the appointing District Court /Family Court Judge will be advised of the Committee's actions and recommendations.
- 2.32 **Deny Re-certification:** The Committee may recommend non-renewal of a reviewer's certification if such action is deemed appropriate. As above, the appointing District Court /Family Court Judge will be advised of the Committee's actions and recommended actions.
- 2.33 **Expulsion:** Upon recommendation by the Committee after full investigation and review, a volunteer may be expelled as a certified reviewer. Such action is reserved for only the most extreme cases and the appointing District Court /Family Court Judge will be advised or the Committee's decision and rationale for this action. CFCRB members may only be removed from the board by the District / Family Court Judge.

2.4 Meetings:

- 2.41 The Committee shall meet as needed. A quorum at such meetings shall consist of a majority of the Committee members.
- 2.42 All decisions by the Committee, with the exception of those regulations and procedures which the entire organization must endorse, shall be by majority vote of the Committee.
- 2.43 Any Committee member may call for a secret ballot.
- 2.44 Attendance at the Standards and Retention Committee's deliberation of cases is restricted to members of the Committee and those individuals the Committee invites to attend for consultation or testimony.
- 2.45 Maintain detailed minutes recorded by State Secretary in an appropriate and confidential manner.

2.5 Confidentiality:

- 2.51 All information concerning complaints against reviewers shall be confidential. In serious cases, the Committee may report its recommendations to the member who has allegedly violated a standard, to the AOC, and to the appropriate District Court / Family Court Judge.
- 2.52 The Committee shall inform the person who made the allegations and the reviewer in question of its action and rationale for its action when the matter is disposed of by the Committee. A final appeal to the Standards and Retention Committee concerning the matter may be made within thirty days of this final notification.

PROCEDURES FOR STANDARDS AND RETENTION HEARING

1. Matters concerning violations or misconduct by an individual reviewer received by a member of CFCRB or AOC not resolved by local chairperson shall be directed to the State Chair.
2. Standards and Retention Committee shall hear the issue to determine if further action is necessary. This process may be executed by e-mail, fax, regular mail or telephone.
3. The volunteer shall be notified in writing by the State Chair of the allegations made and of the process that is to be used to address the allegations, including the date of the next meeting of the Standards and Retention Committee.
4. The local board chair shall be notified that allegations have been made against the named reviewer, and that the Standards and Retention Committee will take the matter under advisement at the next meeting. For the purposes of confidentiality, the allegations will not be listed to the local chair.
5. The District Judge/Family Court Judge shall to be notified of the decision to proceed with a Standards and Retention Hearing in the matter, without disclosing allegations.
6. A Standards and Retention hearing shall be held at the next Executive Committee Meeting.
7. Upon recommendation of the committee a volunteer may be temporarily suspended until the case has been resolved.
8. A volunteer may not be permanently removed from their position until a full hearing of the Standards and Retention Committee.
9. The volunteer shall be present at the hearing. The volunteer may refuse attendance in writing.
10. The volunteer may present witnesses at the hearing.
11. The State Board secretary will document minutes of the hearing, The minutes shall be stored with the secretary permanently. The outcome shall be reported to open session of the Executive Committee.

12. Following the hearing, the Standards and Retention Committee may go into closed session to deliberate.
13. The decision of the Standards and Retention Committee shall then be recorded in the minutes of the hearing.
14. The results of the hearing shall be forwarded to the volunteer, the District/Family Court Judge, local board chair and the originator of the complaint in writing.
15. Within thirty days of receipt of the results by the District/Family Court Judge, the volunteer may appeal the decision in writing to the Standards and retention Committee.
16. Should the action from the committee result in the termination of the volunteer as a reviewer, the volunteer shall have the right to appeal the decision with the District /Family Court Judge.
17. All decisions made by the Judge pertaining to the appropriateness of a volunteer to remain a reviewer shall be deemed final.
18. Complete documentation shall be placed in the reviewer's file and/or kept with the secretary. If the report is unsubstantiated, the complaint will be kept on file for one year. If the complaint is substantiated, the complaint will be kept on file for two years.

CHILD ABUSE INVESTIGATIONS INVOLVING A
CITIZEN FOSTER CARE REVIEW BOARD MEMBER

1. If a volunteer knows that they are a subject of a CFC Investigation of suspected abuse or neglect of a child, that volunteer is obliged to notify the AOC/CFCRB staff.
2. AOC staff will notify the State Chair.
3. Details of the investigation need not be relayed to AOC/CFCRB however the volunteer is to suspend participation as a reviewer until the investigation is complete and a finding has been made.
4. If the investigation reveals that the allegations are unfounded, the volunteer may return to active status, and any records pertaining to the investigation will be destroyed by AOC/CFCRB.
5. If the allegations are substantiated, the findings will be forwarded to the Standards and Retention Committee and the appointing Judge.
6. The Standards and Retention Committee will then make recommendations to the appointing Judge.
7. The volunteer shall have the opportunity to go before the Judge.
8. The Judge has the ultimate authority in making decisions regarding the appropriateness of volunteers.

FILE MAINTENANCE AND DESTRUCTION

1. If a child is under eighteen years of age and the commitment has been terminated, keep your records at least one year afterwards. If the child has not returned to care within one year, you *may* destroy the records.
2. Records for children under eighteen years and six months *may* be kept for up to five years in the interest of child re-entry documentation.
3. If a child has turned eighteen years of age, records *must* be kept for six months to determine if child extends commitment.
4. If a child has extended commitment after age eighteen, records *must* be kept for six months after commitment is dropped.
5. All records *must* be shredded or burned, never recycled. AOC can assist in the destruction of files upon request.

CASE TRANSFER POLICY

1. The responsibility for reviewing cases will remain with the county of commitment except when:
 - a. A child is placed in a pre-adoptive home in another county.
 - b. A child is placed in permanent substitute care in another county, but court jurisdiction did not change. In these types of cases, the new review board will review the case and forward the completed judge's copy of the review forms to AOC central staff who will forward the forms to the appropriate judge. Court jurisdiction is transferred to another county.
2. When a child's case is to be transferred from one local board to another local board, the chair of the local board from which the child is transferring records the transfer on the Children's List. The AOC staff should record the transfer in AOC system and forward notice to the chair of the new county for the child. The new local board will begin the review process where the previous reviews stopped.
3. The initial review board chair, upon request from the new reviewing board chair, shall send copies of records pertaining to the re-opened case to the new reviewing board.
4. When the Cabinet transfers case responsibility to another county but that case does not fall into any category in Part 1 of this policy, the case will continue to be reviewed by the board in the county where the child was committed. In these cases the board will continue to request the case as usual, remembering it may take extra time for the case record to be sent from another county.

CASE CLOSING POLICY

- Local review board may request one last review of a case after receiving the Cabinet's Intent to Release.

CHILDREN RE-ENTERING CARE POLICY

1. As a child re-enters the custody of the cabinet, notation will be made on the Children's List and notification will be sent in writing to the old board as well as the new board.
2. If a child re-enters the custody of the cabinet in the same local review board area, the same member of the local citizen foster care review board who reviewed the earlier case shall review the case upon re-entry if the individual is still a member.
3. If the child re-enters the custody of the cabinet in a different county or under the jurisdiction of a different local citizen foster care review board, the board with review responsibility of the current case shall contact the earlier local citizen foster care review board to consult, whenever possible, the individual from that board who reviewed the earlier case.

VOLUNTEER BANK ACCOUNT POLICY

Management of Account:

- The State Chairperson and Treasurer shall sign all checks.
- Account shall be created and kept in bank located in Treasurer's home locale.
- Statement shall be sent to Treasurer and reviewed regularly by the Chairperson.
- An external account rebalancing and verification shall be conducted bi-annually, as State Chair positions change, at minimal cost.

Approved Expenditures:

- Conference related expenses – including food, entertainment and speakers.
- Fees for membership in Executive Committee approved National Organizations.
- Legislative Record subscription, if not funded through the regular budget.
- Special recognitions at the State Conference.
- As funds allow, in the event of a reviewer's death, a \$50 donation will be sent from the State Review Board to a children's advocacy organization as specified from the next of kin.
- Other expenditures as determined by the Executive Committee.

Funds Received Include:

- Nominal Conference registration fess.
- Interest on account.
- Community donations.

NEWSLETTER EDITORIAL POLICY

1. The newsletter, *the caring difference*, is a publication of the Kentucky CFCRB, and printed by AOC. It is designed to inform, challenge and provide a collective focus for foster care reviewers across the state.
2. Published on a quarterly basis, deadlines for submission to the editor are as follows: March 1, June 1, September 1, and December 1.
3. Prior to submission for printing, a copy for the newsletter will be provided to the program manager for printing authorization and for record-keeping purposes.
4. Inquiries for permission to reprint sections of the newsletter are to be directed to the editor for approval.
5. The editor, a volunteer, shall be appointed annually by the State Chair with Executive Committee Approval. The editor is authorized to designate an assistant editor.

MAXIMUM BOARD CASE LOAD

1. A local review board may not carry more than sixty active cases at any given time unless approved by the State Chair and the General Manager.
2. A local review board may not meet more than two times per month unless approved by the State Chair and the General Manager.

RECOGNITION POLICIES

The Recognition Committee shall consist of at least six persons. Duties as follows:

- Notify the membership of awards and recognitions to be given and the nomination process.
- Screen all nominations and the selection of award winners and those for recognition only.
- By August of each year, provide a full report to the Executive Committee of the committee's activities and a resume' of the selected nominees for final approval by the Executive Committee.
- Prepare and purchase the appropriate recognition certificates, plaques, and other items for the winners.
- The committee shall also, on occasion, designate a special category to honor a special person (i.e. foster parents, legislator).

Categories and Qualifications for Awards and Recognitions:

- All volunteers and CFCRB Staff for length of service – five years and over.
- Local volunteer reviewers for service beyond the standard volunteer responsibilities.
- State Chairs – Exemplary Service/Special Advocacy to the children served by their board.
- In each Judicial Region: A District or Family Court Judge who has made a significant contribution to the welfare and permanency of children.
- In each Judicial Region, a Cabinet for Families and Children staff member who has provided exemplary service to families and children.
- Other community leaders who have provided special services to children beyond what is expected in their field.

Process for Nomination:

- Each nomination must be in the format of the Committee designated form. Each nomination shall include a written summary of activities to be recognized or rewarded. Nominations may be accompanied by letters of support.
- Each nominee shall be nominated by at least two volunteers. CFCRB or CFC staff may recommend persons to be recognized and may provide supporting letters for the nominee, but may not be the initial nominator.
- All nominations entertained by the committee must be postmarked before the deadline set by the committee.

ACCESS TO CABINET FOR FAMILIES AND CHILDREN
FILES AND INFORMATION

620.250 Local citizen foster care review board's access to records.

(1) Each local citizen foster care review board shall have access to all information and records of the cabinet pertinent to the parents or person exercising custodial control or supervision of the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(2) Each local citizen foster care review board shall have access to all information and records of the court, the cabinet, and public and private child-caring facilities when pertinent to the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(3) All requested information or records, or both, not already before the local citizen foster care review board at the time of the six (6) months review shall be submitted by the agency or organization in possession of the information or records, or both, no later than five (5) working days after the receipt of the request.

(4) If the local citizen foster care review board is denied access to any public or private information or records, or both, it may request the court to hold a hearing, at which time the court may require the agency or organization in whose possession the information or records, or both, are held to show cause as to the reasons why the information or records, or both, shall not be ordered surrendered pursuant to its authority.

**620.280 Employees of cabinet and other agencies
to appear at local board meetings.**

Each local citizen foster care review board may request in writing employees of the cabinet or other agencies or organizations, on five (5) working days' notice, to appear at local board meetings when necessary to determine the progress made in placing the child in a permanent home. Should an employee fail to appear at such a meeting, the local citizen foster care review board may request that the court hold a hearing at which time the court, if the request for the hearing is granted, shall require the employee to show cause as to why he should not be compelled to appear.

Approved Time Guidelines:

- The running record is considered up to date by the CFC standards if entries are made within 30 days of the review.
- Children's List must be received by the local CFC staff 14 days prior to the review.
- The local citizen foster care review board may request in writing employees of the cabinet or other agencies or organizations to appear on five working days notice.
- A case plan is current when dated within six months plus 30 days of the day of the review.

Approved Measures for Reconciliation of File and Information Request Denied:

- When a file is not produced or requested information is denied, the local Chair attempts to resolve the issue with the Family Services Worker or with the Family Services Officer Supervisor.
- Field coordinators are available to assist when the issue is not resolved at the initial stages. The Field Coordinators will move the issue to the proper level of CFC.
- If the record or information is still not available, the CFCRB/Field Coordinator may request a court hearing on the matter.
- Local boards may request assistance from additional AOC staff at any time.
- Local boards may also ask the court for help at any time.

CHAIR /VICE-CHAIR PACKETS

Chair Packets are an annual mailing to the Chair of each local board which include pertinent post-conference information and updated State Review Board information.

The Chair Packets include:

- Region List
- Chair/Vice-chair Guidelines Checklist
- Policy and Procedure Manual and/or Updates
- Legislative Updates
- Legislative Focus Information
- Minutes From Executive Committee Meeting (if within 30 days of last meeting)
- State Board Minutes
- Local Board Status Report
- Title, Email, Addresses and Phone Numbers of Executive Committee
- State Chair Memo

POLICY AND PROCEDURE MANUAL
PROCEDURES

1. The Legislative Committee shall annually review the State Review Board by-laws and recommend appropriate changes to the Executive Committee. This committee shall also be responsible for updating the Policy and Procedure Manual with approved additions/deletions/changes and ensuring that a copy of the manual is available for each local review board chair.
2. On an annual basis by September of each year, each standing committee shall have reviewed the policies and procedures for that committee, and forward changes or additions to the Legislative Committee to include in the Policy and Procedure Manual.
3. Sections of the Policy and Procedure Manual requiring update will be forwarded to the local boards, with instruction for replacement, in the annual chair packet.
4. Annually the Policy and Procedure Manual shall be approved.
5. The Policy and Procedure Manual may be maintained on the web site for the State Review Board/AOC.